



CITY PLAN COMMISSION MINUTES

The City Plan Commission met on Tuesday, March 12, 2013 in the Third Floor Conference Room at City Hall, 828 Center Avenue. Chairperson Mayor Terry Van Akkeren presided.

Present: Mayor Terry Van Akkeren, Todd Wolf, John Van Der Male, Don Cvetan, Ryan Sazama, and Jerry Jones

Excused: Ald. Julie Kath

Staff present: Steve Sokolowski, Chad Pelishek, and Janet M Duellman

Others: Mark DeAmico (American Orthodontics), Mike Moegenburg (Acuity), Amy Valteau (SBA Communications), Derrek LeMahieu (Abacus), Laura Berchem (RLO Signs), DuWayne Hameister (American Orthodontics), and Michael LoCicero (Sheboygan Press)

The meeting was called to order and the Pledge of Allegiance was recited.

Approval of minutes of the February 26, 2013 meeting.

Todd Wolf moved to approve the minutes of the February 26, 2013 meeting, Ryan Sazama seconded.

The motion passed unanimously.

Conditional Use Permit and variance application by RLO Signs to install new signage at Sheboygan Chrysler at 2701 Washington Avenue.

Laura Berchem was present to discuss this item.

Sheboygan Chrysler would like to install 5 new wall signs and 1 directional sign. The proposed signage allows Sheboygan Chrysler to promote the main brands of their business in a professional and appropriate way by finding signage that is appropriate and accepted by the City of Sheboygan yet fulfills their contractual requirements with Chrysler.

Jerry Jones moved, Todd Wolf seconded to approve with the following conditions:

1. Applicant shall obtain the necessary sign permits prior to installation.
2. All new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent properties or the streets.

The following variance was granted:

1. Variance to have five (5) wall signs on the north showroom wall – Maximum number of wall signs permitted per wall is four (4).

The motion passed unanimously.

Conditional Use Permit application by SBA Network Services, Agent for Sprint, to install additional wireless antennas and equipment at 3333 Lakeshore Drive (Wastewater Plant).

Amy Valleau was present to discuss this item.

SBA Communications would like to install three (3) new antennas and install two (2) new mechanical equipment cabinets at the wastewater plant that is owned by the City. Sprint is upgrading their equipment in order to provide enhanced services to their Sheboygan wireless network. This proposal will greatly increase data speeds and add more capacity within the Sheboygan area. Once new equipment is working with their overall network, Sprint will remove the existing six antennas and the old equipment cabinets.

Ryan Sazama moved, Todd Wolf seconded to approve with the following conditions:

1. Per the lease agreement with the City and prior to installation of the antennas on the tower, the applicant shall obtain City of Sheboygan Common Council approval to install additional antennas on the tower.
2. Antennas and related telecommunications equipment shall have a non-reflective surface and a neutral color that is the same or similar color as the supporting structure to be as visually unobtrusive as possible.
3. Applicant shall obtain all necessary permits required to install the antennas and related telecommunications equipment (including but not limited to building, electrical, HVAC, plumbing, etc.).
4. Antennas shall be designed and installed to meet all applicable governmental and industry safety standards (FCC, FAA, etc.).

The motion passed unanimously.

R.O. No. 284-12-13 submitting a communication from Amy Valleau, Property Specialist II of SBA Communications Corporation requesting permission from the City of Sheboygan to modify Sprint's current equipment configuration for their upgrade in technology regarding the SBA Tower located at 3333 Lakeshore Drive.

Amy Valleau was present to discuss this item.

Steve Sokolowski explained the tower is located on City property and the City's lease agreement requires Common Council authorization prior to making any changes to the equipment located on the tower.

Todd Wolf moved, Don Cvetan seconded to approve.

The motion passed unanimously.

Conditional Use Permit application by SBA Network Services, Agent for Sprint, to install additional wireless antennas and equipment at 1314 N. 43rd Street (Lakeland Auto).

Amy Valleau was present to discuss this item.

SBA Communications would like to install three (3) new antennas and install two (2) new mechanical equipment cabinets on the tower facility located on Lakeland Auto's property. Sprint is upgrading their equipment in order to provide enhanced services to their Sheboygan wireless network. This proposal will greatly increase data speeds and add more capacity within the Sheboygan area.

Jerry Jones moved, John Van Der Male seconded to approve with the following conditions:

1. Antennas and related telecommunications equipment shall have a non-reflective surface and a neutral color that is the same or similar color as the supporting structure to be as visually unobtrusive as possible.
2. Applicant shall obtain all necessary permits required to install the antennas and related telecommunications equipment (including but not limited to building, electrical, HVAC, plumbing, etc.).
3. Antennas shall be designed and installed to meet all applicable governmental and industry safety standards (FCC, FAA, etc.).

The motion passed unanimously.

Conditional Use Permit and Variance Application by American Orthodontics to construct a smoking shelter, to install signage and to construct/install additional site improvements at 3524 Washington Avenue.

Mark DeAmico and DuWayne Hameister were present to discuss this item.

American Orthodontics is proposing to relocate their access drive along Washington Avenue and to relocate the median cut in Washington Avenue to provide a more attractive and safer entrance into the newly remodeled American Orthodontics facility. AO will also be constructing a smoking shelter on the SE corner of the property; adding outdoor patio areas, walkways, landscaping, etc.; installing new signage and flag poles; installing new parking lot, site and building lighting; adding new parking lot asphalt.

Jerry Jones moved, Todd Wolf seconded to approve with the following conditions:

1. Prior to construction, the applicant shall obtain all necessary permits and licenses including but not limited to building, plumbing, electrical, HVAC, fire, occupancy, hazardous materials, etc.
2. Submittal and approval of a proposed storm drainage plan.
3. Submittal and approval of a proposed landscape plan.
4. If dumpsters are used, the dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility. If using chain link fencing, the applicant shall install Privacy Decorative Slatting (PDS) material in order to effectively screen and enclose the tanks.
5. Outdoor storage of materials, products or equipment shall be prohibited.
6. All new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance (site lighting, building lighting, signage, etc.). There shall be no spillover light onto adjacent properties or the streets, except for those areas that received a variance.
7. All areas used for parking or maneuvering of vehicles shall be paved.
8. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
9. Applicant shall obtain the necessary sign permits prior to installation.
10. The free standing signs shall be designed so as to not impede or impair vehicular and pedestrian traffic movement, or exacerbate the potential for pedestrian/vehicular conflicts.
11. It will be the applicant's responsibility to work with all private and public utilities in order to provide easements and/or relocate utilities as necessary.
12. Any work within City of Sheboygan Public rights-of-way shall be discussed with the City Engineering Department and constructed to standard City specifications (including, but not limited to, new and old ingress/egress driveway openings, curb, gutter, sidewalk, pavement, utilities, street trees, median, etc.).

13. Applicant will provide adequate public access along Washington Avenue and S. Taylor Drive will take all appropriate actions to minimize the time period that these sidewalks/streets will be closed/affected.
14. If there are any amendments to the approved site plan, the applicant will be required to submit a new site plan and/or conditional use application reflecting those amendments.

The following variances were granted:

1. Variance to be permitted to exceed .50 footcandles along a property line - In no instance shall the amount of illumination attributable to exterior lighting, as measured at the property line, exceed 0.50 footcandles above ambient lighting conditions on a cloudless night.
2. To have a three (3), 12sf directional signs on the property – maximum 9sf directional sign is permitted.

The motion passed unanimously.

Conditional Use Permit Application by Bayside Management, LLC to construct a new multi-tenant facility at the northeast intersection of Calumet Drive and North Avenue (Parcel # 630531).

Derrek LeMahieu was present to discuss this item.

Bayside Management, LLC is proposing to construct a new 6,000sf multi-tenant facility at the northeast intersection of Calumet Drive and North Avenue and just to the east of the new Advance Auto/Cherry Berry building. Dunkin' Donuts will utilize 2,000sf and approximately 4,000sf will be available for other commercial tenants.

Site improvements will include new asphalt drives, parking and concrete walks; a new drive thru and menu board; new landscaping and storm drainage; and they will use the existing screened and enclosed dumpster.

Jerry Jones moved, John Van Der Male seconded to approve with the following conditions:

1. Submittal and approval of a proposed landscape plan that provides a legend that shows how the four (4) landscape criteria are being met.
2. Submittal and approval of a proposed storm drainage plan.
3. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility.
4. Outdoor storage of materials, products or equipment shall be prohibited.
5. All ground level and rooftop mechanicals shall be screened and/or enclosed and constructed of like materials and colors of the facility (HVAC equipment, satellite dishes, etc.).
6. All new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent properties or the streets (especially residential properties).
7. All areas used for parking or maneuvering of vehicles shall be paved.
8. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
9. Applicant shall obtain the necessary conditional use/sign permits prior to installation. (Any future signage proposed for the rear of the building shall not be internally lit).
10. Applicant shall be permitted a freestanding monument sign(s) for the site. Minimum setback of a monument sign is 12 feet. Maximum height of the monument sign is 8 feet.
11. Applicant shall work with staff with regards to constructing a well-designed sign for the site that utilizes colors and materials similar to the building. Staff may bring the proposed signage design back to the Plan Commission for review/approval.

12. The development shall be designed so as to not impede or impair vehicular and pedestrian traffic movement, or exacerbate the potential for pedestrian/vehicular conflicts.
13. Applicant shall meet all vision triangle requirements of Section 15.703 of the City of Sheboygan Zoning Ordinance.
14. It will be the applicant's responsibility to work with all private and public utilities in order to provide easements and/or relocate utilities as necessary.
15. Any work within City of Sheboygan Public rights-of-way shall be discussed with the City Engineering Department and constructed to standard City specifications (including, but not limited to, new and old ingress/egress driveway openings, curb, gutter, sidewalk, pavement, utilities, street trees, etc.).
16. Applicant shall submit to the Department of City Development and the Engineering Department a new site plan accurately depicting a 30 foot wide driveway access onto North Avenue as was discussed at the meeting. If there are any issues with the proposed access drive, staff can bring the matter back to the Plan Commission for their review.
17. Applicant will provide adequate public access along Calumet Drive, North Avenue, Schetter Avenue, N. 21st and N. 22nd Place and will take all appropriate actions to minimize the time period that these sidewalks and streets will be closed/affected.
18. If there are any amendments to the approved site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

The motion passed unanimously.

Conditional Use Permit and Variance Application by Bayside Management, LLC to construct a new multi-tenant facility at the northwest intersection of S. Business Drive and Wilson Avenue (Parcel # 431755).

Derrek LeMahieu was present to discuss this item.

Bayside Management, LLC is proposing to construct a new 4,400sf multi-tenant facility at the northwest intersection of S. Business Drive and Wilson Avenue and just to the south of the Advance Auto building. Dunkin' Donuts will utilize 2,000sf and approximately 2,400sf will be available for other commercial tenants.

Site improvements will include new asphalt drives, parking and concrete walks; a new drive thru and menu board; cross access; new landscaping and storm drainage; and they will construct a new screened and enclosed dumpster.

Todd Wolf moved, Don Cvetan seconded to approve with the following conditions:

1. Submittal and approval of a proposed landscape plan that provides a legend that shows how the four (4) landscape criteria are being met.
2. Submittal and approval of a proposed storm drainage plan.
3. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility.
4. Outdoor storage of materials, products or equipment shall be prohibited.
5. All ground level and rooftop mechanicals shall be screened and/or enclosed and constructed of like materials and colors of the facility (HVAC equipment, satellite dishes, etc.).
6. All new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent properties or the streets.
7. All areas used for parking and maneuvering of vehicles shall be paved.
8. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
9. Applicant shall obtain the necessary conditional use/sign permits prior to installation.

10. Applicant shall be permitted a freestanding monument sign(s) for the site. Minimum setback of a monument sign is 12 feet. Maximum height of the monument sign is 8 feet.
11. The development shall be designed so as to not impede or impair vehicular and pedestrian traffic movement, or exacerbate the potential for pedestrian/vehicular conflicts.
12. Applicant shall meet all vision triangle requirements of Section 15.703 of the City of Sheboygan Zoning Ordinance.
13. It will be the applicant's responsibility to work with all private and public utilities in order to provide easements and/or relocate utilities as necessary.
14. Any work within City of Sheboygan Public rights-of-way shall be discussed with the City Engineering Department and constructed to standard City specifications (including, but not limited to, new and old ingress/egress driveway openings, curb, gutter, sidewalk, pavement, utilities, street trees, etc.).
15. Applicant will provide adequate public access along S. Business Drive, Wilson Avenue and the Washington Square frontage road and will take all appropriate actions to minimize the time period that these sidewalks and streets will be closed/affected.
16. Applicant will be required to provide documentation that a shared access agreement between the applicant and the property owner of the Advance Auto property has been approved and recorded. This shared access agreement needs to be recorded prior to receiving an occupancy permit.
17. If there are any amendments to the approved site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

The following variances were granted:

- The applicant is requesting a zero (0) foot paving setback at the northeast corner of the property – minimum sideyard paved surface setback is five (5) feet.

The motion passed unanimously.

Gen. Ord. No. 51-12-13 amending the City's zoning map to establish the Use District Classification of recently annexed property located west of Taylor Drive and north of Indiana Avenue to PPUD Pre-Planned Unit Development.

The City recently annexed the "Schuchardt" parcel into the City of Sheboygan. After a parcel is annexed into the City, a zoning designation must be established. Establishing a zone of Pre-Planned Unit Development (PPUD) is consistent with adjoining properties.

Jerry Jones moved, Ryan Sazama seconded to approve.

Adjournment.

Being no further business, John Van Der Male moved, Jerry Jones seconded to adjourn the meeting at 4:35 pm. Motion carried.

Janet M Duellman
Recording Secretary